

Format for presentation of requirements

No	Requirement Description	Purpose	For whom?	Conflicts?	Agreed date	Strategic/operational/tactical	Frequency?	Priority?
1	Provide up to date stock listing	To inform ordering process	Purchasing Function			Operational	Daily	Must do *
2	Provide report of best selling and worst selling products	To inform stoking decisions	Shop manager			Tactical	Monthly	Must do
3	Update stock levels when items sold	To maintain accurate stock levels	Salesmen			Operational	When sales are made	Should do
4	Update stock levels when items are delivered	To maintain accurate stock levels	Salesmen			Operational	When sales are made	Should do

\* - I use the MoSCoW method (lifted straight from DSADM) to prioritise requirements – Must do, Should do, Could do, Wish-list.

The agreed dates are left blank because in the case study there's no-one to agree stuff with!

Two criteria for assessing the effectiveness of a requirements capture and specification process – non-ambiguity and agreement.

There is some guidance on pages 197-199 of the set book (fifth edition) but not an awful lot.

Volere have some useful stuff to say – but they'll charge you for it – See next page for a sample taken from their site –

<http://www.volere.co.uk/template.htm>

Requirement #: **75**

Requirement Type: **9**

Event/BUC/PUC #: **7, 9**

Description: **The product shall record all the roads that have been treated**

Rationale: **To be able to schedule untreated roads and highlight potential danger**

Originator: **Arnold Snow - Chief Engineer**

Fit Criterion: **The recorded treated roads shall agree with the drivers' road treatment logs and shall be up to date within 30 minutes of the completion of the road's treatment**

Customer Satisfaction: **3**

Customer Dissatisfaction: **5**

Dependencies: **All requirements using road and scheduling data**

Conflicts: **105**

Supporting Materials: **Work context diagram, terms definitions in section 5**

History: **Created February 29, 2010**

**Volere**

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